

A Message from the Culpeper County Department of Animal Services

by Jamie Bennett, Director of Animal Services

With cold weather upon us, it's time to get prepared for winter .....oh, and we must not forget to prepare our pets too! Will our dog's house provide him/her enough warmth on those cold days and nights? Does our kitty have a warm place to snuggle? Now, is the time we should be making a warm place for our pets to stay this winter.

- All pets should be brought inside during extremely cold weather, rain or snow.
- Very young and senior pets should not be kept outside during the winter months. Shorthaired breeds of dogs and cats should not be kept outside in the winter months.
- Be sure to consider your older pet's comfort if they suffer from arthritis. Provide them a soft bed and keep them off cold concrete or tile flooring.
- Never shave your pet's coat down to the skin during the winter months! The coat provides that added warmth your pet will need. If you must bathe your pet, be sure that he/she is absolutely dry prior to taking him/her out for a walk.
- If you must keep your pet outside, please provide adequate shelter to protect them from wind and wet weather. A doghouse must be the correct size for the pet that will be using it. It should not be more than 12 inches longer or 3 inches higher than the pet, so the pet's body heat can warm the space. The doghouse should be insulated, draft-free, and waterproof. The floor of the house should be elevated several inches off the ground so that rain and snow will not collect inside. The house should face away from the wind. A door, made from an old rug or piece of carpet, on the house will also help keep the warmth inside. Clean wood shavings or straw offer more warmth than blankets or carpet that can retain moisture. Be sure to change the bedding frequently to keep it dry and clean.
- Fresh clean water should be provided at all times. Check the water often to make sure that it is not frozen. Heated

water pails work wonderfully to insure that the water stays a drinkable temperature. Never use a metal bowl/pail as the pet's tongue can stick to freezing metal!

- Outdoor dogs and cats require more calories to maintain body fat to keep warm. Consult your veterinarian about a proper winter diet.
- Please be aware that outdoor cats love to sleep under the hood of cars, seeking the warmth of the engine. Be sure to bang on your hood or beep your horn prior to starting your car to avoid the possible injury or death of your cat.
- Be sure to wipe any toxic salts or chemicals from your pet's feet so that they do not ingest them while grooming themselves.
- Be sure to remove any ice or snow that may clump between your pet's toes as they can be very painful.
- Be aware that animals love the taste of antifreeze, but it is extremely poisonous to them. Two tablespoons of antifreeze (ethylene glycol) can kill a 65 pound dog. Symptoms of antifreeze poisoning consist of: stumbling as if intoxicated, vomiting, and depression.
- Pets should not be left in cars during cold weather. The car can act as a refrigerator by locking the cold in and possibly freezing your pet to death.
- Holiday foods and paraphernalia can be hazardous to your pet. Never give your pet candy, especially chocolate, and minimize the amount of "left overs" your pet ingests. A change in diet could cause your pet to have diarrhea. It would be best not to feed your pet anything except his/her regular diet.
- Keep holiday items such as ribbon, tinsel, electric cords, and candles safely hidden from your pets. Never tie ribbons around your pet's neck or limbs!
- Keep all holiday plants out of the reach of your pets. Many plants including holly, Christmas rose, mistletoe, and poinsettias are poisonous.

Need more tips, have more questions? Feel

free to call us at 540-547-4477 or stop by the Culpeper County Department of Animal Services at 10144 James Monroe Highway, Culpeper. Our employees would love to answer any questions you may have.

Wants List

The Animal Shelter is always in need of the following items.

towels  
dog/cat beds  
collars  
leashes  
crates  
exercise pens  
stainless steel food bowls  
dog/cat toys  
pet shampoo  
pet conditioner  
Newspaper

If you would like to donate items on the list, please bring them to the Shelter Monday to Friday 9-4.

**REMINDER:** County dog licenses for 2004 are available for purchase at the Culpeper County Treasurer's Office as of November 1<sup>st</sup>. All dogs six months of age or older are required to have a current County dog license. Be sure to take your dog's current rabies vaccination with you when you go to purchase your dog's license!

From Your Commissioner of the Revenue  
by Terry L. Yowell

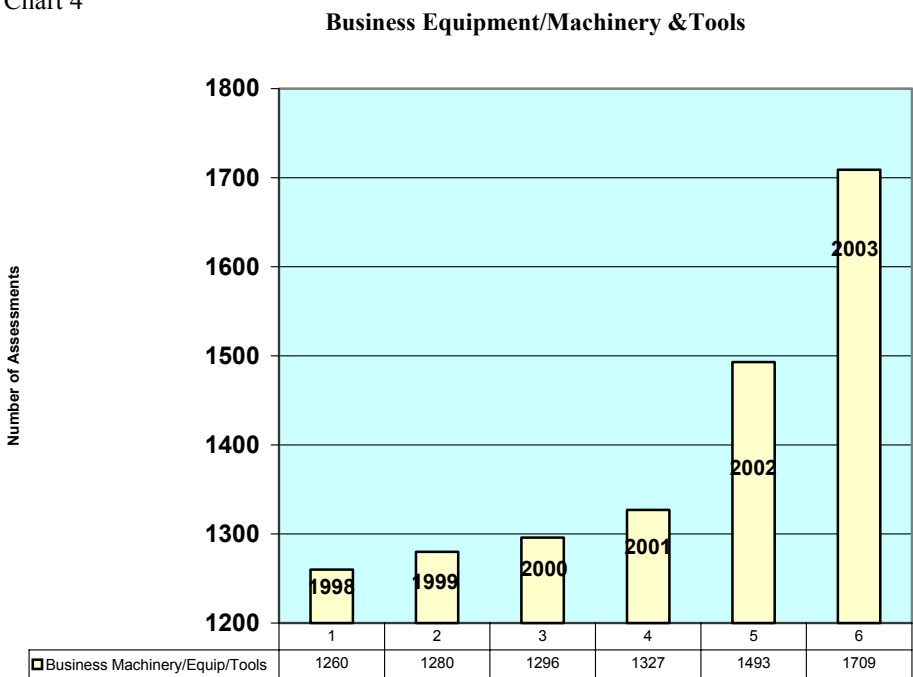
During the last edition (July 2003) of the *Culpeper Minutes* I discussed the effect the unprecedented growth in our community has had on the day to day work that my staff and I do in Office of the Commissioner of the Revenue. The second half of that article was continued to this edition.

With the increased growth, also comes the increase in the number of businesses. A business can include anything from Wal-Mart to a bed and breakfast, from tree and landscaping to a home-based consultant. Anyone receiving money (income) for providing a good or a service and is not an employee, is considered self-employed. As shown in **Chart 4, "Business Equipment/Machinery & Tools"**, the number of businesses located in Culpeper has increased significantly over the past two years. In this day and age of technology, many folks can do an assortment of jobs from the convenience of their own home. For the reporting year 2003, we mailed out over 1700 Business Equipment and Machinery & Tools reporting forms to businesses located in Culpeper.



Terry Yowell

Chart 4



Assessment of business equipment and machinery & tools requires a great deal of time. The process includes getting the data base up to date, getting the reporting forms out in the mail and getting the reporting forms back from the business owners. Each return is reviewed for a complete asset listing, including purchase dates and cost. Any business report listing leased equipment must be cross-referenced with the reporting from the leasing company. Often times we need to compare the information reported for several years in order to help the taxpayer obtain a current and accurate list of equipment.

The Commissioner of the Revenue's office also administers the Tax Relief for the Elderly and Disabled program. Each year we process approximately 300 applications. From that number of applicants, we are able to provide assistance to an average of 260 clients each year. The County Board of Supervisors and the Town Council increased the cap for income and asset limitations for the year 2003, which enabled a number of folks to qualify or continue to qualify even after the 2003 General Reassessment values.

As many of you know, the Commissioner's office processes State Income Tax Returns and quarterly estimated tax payments. Each year we help several thousand folks by preparing and processing their return and calculating their quarterly estimated tax liability. We screen for errors, key in accelerated refund returns, process tax due returns locally

and work as a liaison between the taxpayer and the Department of Taxation to resolve discrepancies.

We also maintain assessments of mobile homes. There are approximately 500 mobile homes located in Culpeper. The biggest challenge we have in assessing mobile homes is establishing ownership. When a mobile home is purchased, the new owner must go to DMV and record the purchase just like a car (unless the mobile home is considered real estate and the title has been forfeited).

The mobile home park owners are required to submit a list of mobile homes located in their park on January 1 including owner name, address, year, make and model of the mobile home and the measurement. We cross-reference the lists with data sent to us by DMV and create new records of ownership. We send out personal property reporting forms to the owners we have on file using the information received from the various sources. Any corrections to our information made by the owner are updated in our system for valuation purposes before the property bill is mailed out in the fall.

Some other responsibilities of the Commissioner's office which you may not be familiar with is the assessment of Transient Occupancy (Lodging) tax, Minerals under development, Bank Franchise, Public Service Utilities and other personal property such as airplanes, boats and recreational vehicles.

One of the biggest challenges for this office has been the 1998 Personal Property Tax Relief Act (PPTRA) and the 2003 Personal Property Tax Relief Compliance Act. Many of you have experienced the effects of this legislation when you purchase a car, title a vehicle with DMV, register your vehicle with the Commissioner's office or purchase a Town or County vehicle decal.

Some of you may have received a refund for the relief portion of your personal property taxes paid while others may have received a bill for relief received that should not have been received. If your vehicle has a gross weight over 7500 pounds, the vehicle does not qualify for the relief. If the vehicle is owned by a business, it does not qualify. If the vehicle has truck or farm plates, it does not

From Your Commissioner of the Revenue (continued from page 26)

qualify. Over 1400 tax adjustments (supplements and/or abatements) were processed in 2002. Most were a result of the 2003 Compliance Act.

If you use your vehicle for business purposes over 50%, it does not qualify for the relief. Business expense may be claimed by depreciation, by mileage use or by employer reimbursement. If your

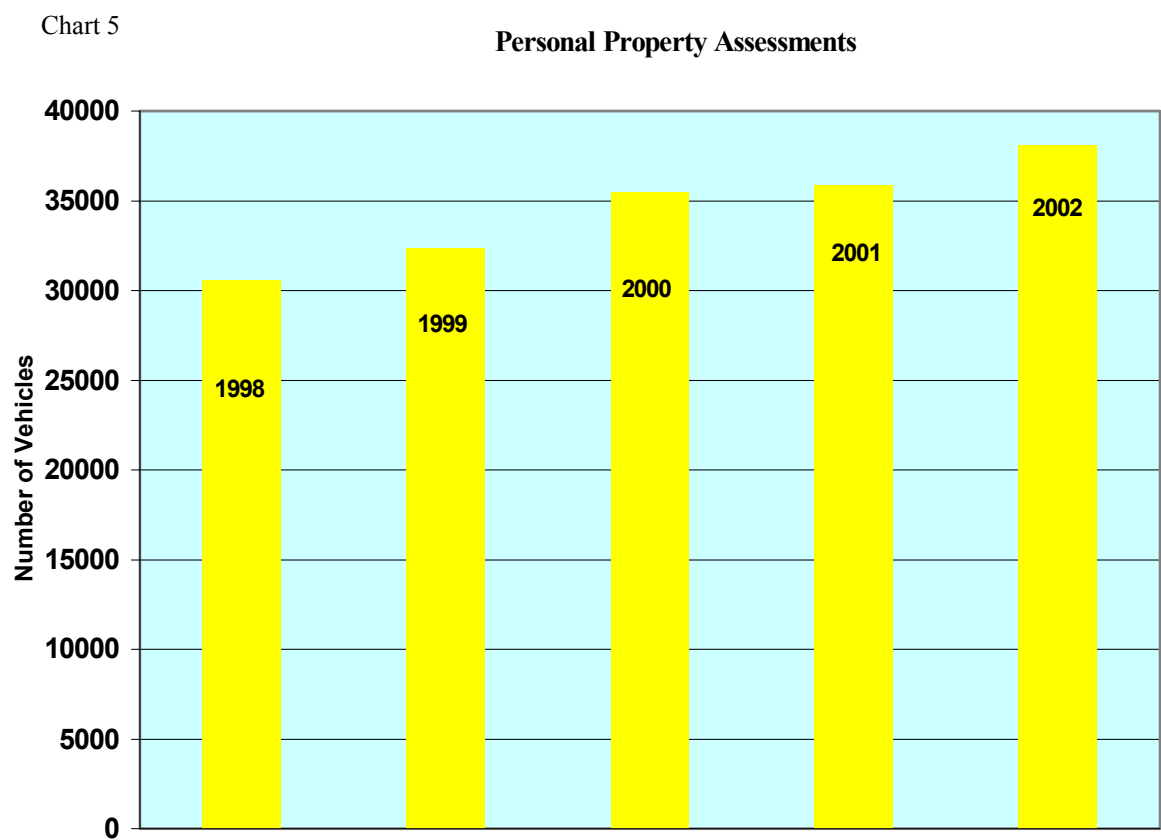
vehicle is owned by a trust and the trust pays the personal property tax, it does not qualify for relief. What this means for the Commissioner's office is that we are required to use all sources available to establish use of each and every car, light truck and motorcycle. We must also visually inspect every single Return of Tangible Personal Property/Vehicle Decal License Ap-

plication for your response to the business use question.

All Commissioners of the Revenue offices (or other assessing offices) will be subjected to an audit of the assessment of the personal property tax relief this year. If we are found to be significantly non-compliant, our percentage of error (if any) will be applied as a subtraction from the reimbursement of the relief dollars submitted back to the locality from the State.

Each year we add approximately 11,000 new vehicle records resulting from taxpayer registration/purchases and delete approximately 8800 due to taxpayer disposals. Of the 38,078 personal property records assessed in 2002 **Chart 5 " Personal Property Assessments"**, 32,181 were subject to the Personal Property Relief Act thus requiring the additional assessment for tax relief eligibility. All personal property must be assessed within a three to four month period.

While the growth in our area has presented considerable challenges for our office, our goals remain to provide you the best possible service and to do what we can to ensure no taxpayer pays more than his or her fair share of taxes. If you are unclear about any of the forms you receive, or if you are having difficulty with a deadline, please contact me. We are here to assist you.



There are a number of **important filing deadlines** coming up for 2004:

April 1	Tax Relief for the Elderly & Disabled
May 1	Personal Property
May 1	Business Personal Property and Machinery & Tools
May 1	Virginia Income Tax (2003 tax year)
May 1	High Mileage Documentation
November 1	Land Use Program (new enrollment effective for the following tax year)

**According to Culpeper County Code Section 12-2** Every person owning personal property subject to taxation by the County shall file a return with the Commissioner of Revenue declaring the same on or before the first day of May in the year in which such property is subject to taxation by the County. For failure to file such return on or before such day, the Commissioner of Revenue shall assess a penalty of ten percent (10%) of the amount of the tax otherwise assessed or two dollars (\$2.00), whichever is greater. Such penalty for late filing shall be due and payable at the time that the tax assessed is due and payable.





## *Culpeper County Sheriff's Office*

*By Sheriff Lee Hart*



When I was initially elected to serve as your sheriff in 1999, I viewed it as a vote of confidence that you chose me to lead this office into the new millennium.

During the past four years, my staff and I worked hard to maintain that trust and confidence. I view the results of this election again as a vote of confidence, that I have lived up to my promises, that we are taking the high road, and that this is an office of honesty, integrity and honor. I have no personal agenda, nor do I have allegiance to a political party. My oath is one of duty and service to all citizens, Town and County.

I will continue with my Quarterly Reports and with my open-door policy. I view this office in the light of a partnership between the community and us, and no partnership would be successful without dialogue. I am always ready to receive your input - commendatory, criticizing or constructive.

My main purpose in writing this letter is to thank everyone who voted for and supported me. I am most sincere in saying that mere words cannot express the appreciation that Laura and I feel for all the time and effort put forth.

I believe the victory came about because of the dedication and diversity of those who made themselves available. The single common denominator was a desire to see the Sheriff's Office continue the course of preparedness and service. I need to convey to everyone involved how important they were in this success. I also want to express that no matter how they participated, they were important in this success.

It was a lot of effort by a lot of people. Some sat with us into the late hours of the evening planning and discussing the campaign; others put out signs, stood at the polls, participated in parades, signed endorsements, posed for pictures, went door to door, hosted a coffee or other event, wrote a letter, made their facility available for our use, or contributed in many other ways.

Thank you for your support and the effort you undertook to help with my election. I do not take your trust lightly. When I put on my badge every morning, it is a renewal of my commitment of service to my County and my neighbors; and I ask our Lord that I may do so with devotion, honor and fidelity.



### *Culpeper Health Fest 2003*

Culpeper Sheriff's Office participated in the Health Fest on November 8 at the Culpeper County Library. Tobacco Prevention Officer Gail Clatterbuck was on hand to distribute tobacco prevention material and Sergeant Julie Brooking was distributing smoke and carbon monoxide detectors provided by the Culpeper TRIAD to elderly citizens.

### *Home from Iraq*

Welcome home to Deputy Jason Deal who recently returned from serving our Country in Iraq. We are very proud of this brave soldier and grateful for his safe return.



## A Busy Season at the Culpeper Regional Airport *by Tanya Woodward*

In September, we all felt the wrath of Hurricane Isabel. In the days before Isabel, we were busy here at the Airport securing everything from doors to planes. With the help of Cintas of Culpeper, we were able to put all of our tied-down based aircraft in hangars to be out of the wind and weather for Isabel. We were extremely lucky in that we suffered no substantial damage during this time. A big THANK YOU goes out to my staff that worked very hard during the time of need and Cintas for allowing us to use their hangar.

On October 7, 2003, the Airport hosted the Virginia Airport Operator's Council (VAOC) of which I am a member. It was a nice day and we held the meeting in our corporate hangar. The Council consists of operators of Airports all over the State of Virginia that get together and discuss issues pertinent to the aviation community. Such issues discussed at the meeting included: airport security, legal issues and funding of projects. Charles Macfarlane, Director of the Virginia Department of Aviation, was on hand to update the council on State funding issues. It was a pleasure for me to show other airport operators our General Aviation Airport and to have them see our expanding operations. I hope we can host the VAOC again in the future.



Culpeper Regional Airport hosts Virginia Airport Operator's Council (VAOC) in corporate hangar.

From October 9 – 12, 2003 the Old Dominion Chapter of the 99s, an organization made up of women pilots, painted a 40', 12 point Compass Rose on the taxiway. The compass rose has appeared on charts since their conception in the 1300's and is used to indicate the direction of the winds. The term "rose" comes from the figure's compass points resembling the petals of the well-known flower. The compass rose painted at the airport (as seen in the picture on page 23) is large enough for a plane to taxi onto and check the compass located in the plane for accuracy. If the compass is off, then an aircraft mechanic must re-align the compass. The compass rose was painted using points set on the field and certified by Tony Cox, an Engineer with Campbell & Paris Engineers. Charlene Haskell, Treasurer and Air marking Chair, along with Yvonne Egge, a member of the 99s and a pilot based here at Culpeper, spent two long days laying out the rose and two days painting. They had help from a number of based pilots and other 99 members, and we were delighted with the outcome. This group of astonishing ladies has forever left their mark on our Airport, and we thank them immensely.

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## A Busy Season at the Culpeper Regional Airport *(Continued from page 29)*



The 40' 12 point Compass Rose painted at Culpeper Regional Airport by the Old Dominion Chapter of the 99s, an organization of women pilots.

On October 11, 2003 Mike Dale and Frank Bossio held a Young Eagles event at the Airport. Six pilots volunteered to take students on a flight to help the Young Eagles reach their goal of flying 1 million kids by the anniversary of 100 Years of Flight on December 17, 2003. Twenty-eight kids were flown on this day. The Young Eagles program encourages kids that are interested in aviation by giving them a free ride to see if they like flying. The kids really seem to enjoy the adventure. By the third week in November, a 15-year-old student from Illinois was registered as the Young Eagle No. 1,000,000. They reached their goal! This student will fly at the 100 Years of Flight celebration in Kitty Hawk on December 17, 2003 with none other than General Chuck Yeager, the first person to fly faster than the speed of sound and Chairman of the Young Eagles Program since 1994. This flight will formally recognize the 1 million Young Eagles and all the volunteer pilots who participated in the program. Culpeper pilots are honored to have helped make this momentous occasion.

During all of these exciting times, Chemung Contracting has been putting down asphalt, setting culverts, hooking up runway lighting and much more, while extending and rehabilitating our runway. They started the project last year and were plagued with bad weather for many months. Since they have had some better weather, they have put the pedal to the metal and worked 7 days a week to complete the project. By the first of 2004, we should have a full 5000' of runway with new runway lights! Some finishing touches will be done with the spring of 2004 to complete the project. Thanks Chemung for all your hard work.

We here at Culpeper Regional Airport want to wish you and yours a very safe and happy holiday season.

## Action and Service with Civil Air Patrol



The Civil Air Patrol (CAP) is a volunteer organization with more than 60,000 members. It is an official auxiliary of the United States Air Force and serves under that command. The organization is structured along military lines. National Command Headquarters is located at Maxwell Air Force Base, Alabama, and exercises command through eight regional offices, each of which is responsible for CAP activities in its states. Each state represents a CAP wing, and each wing has locally-based squadrons that are equipped and staffed to best meet their locale's needs. The squadron organized for Culpeper County is the Minuteman Composite Squadron.

CAP's mission is three-fold: aerospace education, cadet programs, and emergency services. In the area of aerospace education, CAP focuses its efforts on two different audiences – internal CAP members and the general public. The internal programs ensure that all CAP members have an appreciation for, and knowledge of, aerospace issues. The congressional charter also tasked CAP to stimulate public interest in aerospace issues. For the past half-century, CAP's Cadet Program has provided young people between 12 and 18 the opportunity to develop leadership skills through their interest in aviation. CAP is best known for its search and rescue mission. CAP air and ground teams perform 85 percent of inland search and rescue missions for the Air Force Rescue Coordination Center.

The Minuteman Composite Squadron was chartered in 1996 and has been active ever since in the community. In the beginning, the squadron had both a cadet program and a senior program. Unfortunately, for a few years the squadron was unable to support the cadet programs. In January 2001, the squadron was fortunately able to restart the cadet programs. Now, two years later, the cadet program and the squadron itself, is growing. Recently three new senior members joined the squadron, all of whom are pilots, with a fourth potential member in the wings. Current membership is at 15 cadets, 14 seniors and two sponsor members. Sponsor members are parents of cadets who are interested in being somewhat involved in their cadet's activities.

As a Minuteman Composite Squadron member, an individual may be trained to participate in general aviation search and rescue; work with the American Red Cross and Federal Emergency Management Agency when disaster strikes; work with youth in the cadet program; transport time sensitive medical materials and donated live organs; and work with teachers as a special aerospace education member. Some squadron members have moved on to higher commands within the state, obtaining experience at other levels. It is up to the member to decide what is best for them and what they want to focus on for a specialty area. Some members prefer to focus on the work with the cadets, others prefer to focus on emergency services.

CAP cadets get the opportunity to participate in glider and power aircraft orientation flights. For the Minuteman Composite Squadron this takes place in Winchester, Virginia, and each cadet has the opportunity to handle the controls of the glider and/or power aircraft. The cadets are not the only ones who get the chance to work with the gliders. Senior members of the squadron also assist in glider operations with the ground operations, flying the tow plane, as the glider pilot, driving the tow vehicle and doing whatever else is needed. When it comes to power rides it is senior members who take the cadets up for their orientation power flights.

As a CAP member you gain some benefits from your membership including free enrollment in more than 300 U.S. Air Force correspondence courses, access to discounted aircraft parts and equipment through CAP's supply depot, discount aircraft rental at the local airports, special Hertz rental car rates, a free subscription to the Civil Air Patrol News, travel housing assistance, and free transportation to the organization's annual conference, based on Air Force airlift availability.

The Minuteman Composite Squadron meets every Thursday from 7:00 to 9:30 p.m. at the CAP building at the Culpeper Airport. Anyone interested in learning more about the CAP and the Minuteman Composite Squadron is welcome to attend any meeting. We recommend calling first as once in a while meetings are canceled due to weather, holidays, etc. If you would like directions and/or want to know if a meeting is going to be held, Captain Earl Long is the Public Affairs Officer and can be reached at 540-547-2878 or via e-mail at [stilacre@erols.com](mailto:stilacre@erols.com).

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# CULPEPER MINUTES

A Publication of  
The Culpeper County  
Board of Supervisors



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CULPEPER MINUTES

WINTER 2003

## Action and Service with Civil Air Patrol *(continued from page 31)*



Air Force Director of Homeland Security, Brigadier General Dave Clary talks with Lieutenant Colonel Janet Long, Squadron Deputy Commander (striped vest) and cadets at Winchester Airport.



A cadet enjoys a ride in the CAP glider piloted by Colonel Joe Vasquez. Picture taken from tow plane which is a Maule.

**Civil Air Patrol Information: Captain Earl Long 540-547-2878 e-mail [stilacre@erols.com](mailto:stilacre@erols.com)**

**Telephone Number for Virginia Department of Transportation (VDOT) 540-829-7500  
To report Road Hazards or Snow-Flood Conditions: 800-367-7623 Toll Free**